

LEASE INSPECTION FORM		Inspection Number 17-01-002	Inspector: (b) (6)
Lease Contract Number <u>LCT04550</u> Building Number <u>2</u>		Date of Inspection: <u>11/17/2017</u> Start Time (AM/PM) <u>9:00</u> End Time (AM/PM) <u>10:30</u>	
Square footage (RSF): <u>7,525</u> Fully Serviced: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
Type of inspection: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Follow-Up <input type="checkbox"/> Other			
Deficiency Identified:	Pictures Taken:	"Building Rules and Regulations" Posted	LAM/COTR Name: (b) (6)
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	LAM/COTR Telephone: (b) (6)
			LAM Email: (b) (6)
			LCO Name:
			LCO Telephone:
			LCO Email:
LEASE LOCATION & INFORMATION			
Building Name: <u>2 Shaw's Cove</u>			
Address: <u>2 Shaw's Cove, Suite 200, New London</u>		State: <u>Connecticut</u>	ZIP Code: <u>06320-4974</u>
Number of Employees: _____		Lease expiration date <u>06/2008</u> <small>(month/year)</small>	HSPD-12 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
GENERAL			
Energy Star requirements met? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		LEED Certified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Computer/Server Room Present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Date of last TSS Survey: <u>10/2017</u> Score: _____ % Response Rate: _____ % Next TSS Survey: _____			
CYCLICAL MAINTENANCE			
Carpet Replacement Last Completed: <u>01/01/2013</u>		Next Due: _____	
Cyclic Painting Last Completed: <u>01/01/2013</u>		Next Due: <u>01/01/2018</u>	
LESSOR & CUSTOMER AGENCY(S) INFORMATION			
Lessor: (b) (6)		Lessor Telephone Number: (b) (6)	
Agency(s): <u>Silverman Realty</u>		Agency Representative(s): (b) (6)	
Agency Email: (b) (6)		Agency Telephone Number: (b) (6)	
Add Item	<input checked="" type="checkbox"/>		
Management Company: U.S. Property Management			
Address: _____		City/State/ZIP Code: _____	
Email: (b) (6)		After Hours Telephone Number: (b) (6)	
Add Item	<input checked="" type="checkbox"/>		
NON-FULLY SERVICED LEASES			
Additional Services Provided: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Type of utility(s): (gas, water, electric)			
Meter Number and Location: _____			
FIRE LIFE & SAFETY			
Date of Last Safety Inspection: <u>04/14/2017</u>		Date of Last Fire Drill: _____ Date of Last OEP: _____	
Fire Extinguishers Serviced: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Date: _____	

Instructions: Utilize this form to document lease inspection finding(s). In Page 1 of this document, provide the lease information as indicated within each field. In Section "A" Periodic Services, verify when and if the lease requirements listed are satisfactorily fulfilled per the Lease. In Sections "B - K", document within the form the room location and specific details for each finding. For every applicable section, designate if the condition of the lease requirement is "A" Acceptable or "U" Unacceptable, using the "A/U" field. During re-inspection use the follow-up section to document if the deficiency(s) were addressed. Depending on the Lease, additional requirements can be added to the form by using the "Add Requirement" feature in the applicable Section. Utilize the "Comments and Remarks" Section, and "Supporting Pictures" feature as needed.

A. Periodic Services

Area	Requirements		Room#	A/U	Comments	Follow-up
A	Mop & spray buff resilient floor	Frequency: Monthly		A		
B	Damp wipe toilet partitions, etc.	Frequency: Bi-Monthly		A		
C	Entrance mats	Frequency: Monthly		A		
D	High cleaning	Frequency: Bi-Annual		A		
E	Stripping and waxing floors	Frequency: Monthly		A		
F	Shampoo corridor and lobby carpets	Frequency: Annual		A		
G	Shampoo other office carpets	Frequency: Annual		A		
H	Drapery cleaning	Frequency: Monthly		A		
I	Venetian blind cleaning	Frequency: Annual		A		
J	Wall covering replacement	Frequency: Annual		A		
K	Window washing	Frequency: Annual		A		

Add Requirement ☒

B. First Impressions: Grounds/Parking Lot/Lobby

Type	Requirements	Room#	A/U	Comments	Follow-up
1	The exterior of the building appears in good condition. Roofing appears in place with no missing shingles/tiles; no chipping cracked or damaged walls in need of repair and/or paint. Entry doors are clean and without damage. Entry doors clean; no damage; no broken/cracked glass; overhead lights intact. Handicapped door available/functional. Garbage cans/cigarette receptacles available and clean. Overall appearance is not run down.		A	Front entrance side walk will require to be redone along with curb. It is currently patched but still has a great possibility of causing a trip hazard to SSA customers.	
2	Parking lot and loading dock is free of debris and parking spaces are clearly marked with bumpers/curbs in place. Landscaping is well maintained. Lighting/lens are intact and not burning during daylight hours.		A		
3	Sidewalks, steps, ramps, driveways, and parking areas are free from snow, ice or other debris. Directional signs are adequate.		A		
4	Main lobby and public areas are clean and litter free. Trash cans available and clean. Interior signage is adequate.		A		

Add Requirement ☒

C. Breakrooms and Kitchenette					
Type	Requirements	Room#	A/U	Comments	Follow-up
1	Sink is in good condition; hot & cold water working, faucets not dripping or badly worn. Sink is not stained, chipped, dented, nor badly worn. Back-splash is clean and without spots. Paper & Soup dispensers are working & stocked. Trash cans are clean.		A		
2	Floor tile/carpet clean; no spots/stains/tears/missing pieces. Cupboards and counter tops clean; hardware intact. No signs of pest infestation.		A		
3	Ceiling tiles and lighting in good condition. No missing tiles; light lenses. Overall condition clean.		U	Ceiling tiles will require to be changed out. current tiles are in bad shape.	

Add Requirement ☒

D. Finishes and Stairwells					
Type	Requirements	Room#	A/U	Comments	Follow-up
1	Ceilings-Ceiling tiles not stained, cracked, broken or missing.		A		
2	Ceilings-Light fixtures working; lenses not cracked, broken or missing. Bulbs/tubes in place.		A		
3	Floors-Carpet in good condition without rips, tears, stains, or badly worn areas.		A		
4	Floors-Floor tile in good condition without loose, cracked or missing tiles.		A		
5	Floors-Cove base is securely fastened to the wall; no missing sections; colors matching.		A		
6	Walls-Walls in good condition; no holes or sloppy patching.		A		
7	Walls-Paint is not peeling, flaking or mismatched; not too badly soiled for cleaning.		U	Wall paint is badly soiled and requires repainting or cleaning.	
8	Walls-Electrical outlets appear to be in working order (spot checked).		A		
9	Walls-Wall covering is not torn, stained, or peeling from the surface. Repairs match.		A		
10	Windows-Window coverings are in good condition, without tears, sagging hems, or missing hooks or panels.		A		
11	Windows-Windows and window seals are without cracks, holes or drafts.		A		
12	Windows-Window blinds are clean and in good shape, i.e. blinds are not bent; tapes and cords are not damaged, drapes in good shape without holes, tears or missing sections.		A		
13	Doors in good condition; clean, open, close, and latch properly without scraping the doorframe; not warped.		A		
14	Stairwells - No egress obstructions, well maintained, illuminated, emergency lighting, directional signage in place, and clean.		A		
15	Locks are intact and easily operable.		A		

Add Requirement ☒

E. Restrooms/Locker Rooms					
Type	Requirements	Room#	A/U	Comments	Follow-up
1	Sinks are clean and in good condition. Faucets provide hot and cold water, are securely fastened, and are not leaking. Exposed piping under ADA sink is properly wrapped.		A		
2	Toilets are in good condition, can be flushed, and are not leaking or running. The toilet seat and bowl are securely fastened to its fixture (wall or floor) and are not broken. Toilet paper holder is properly secured without damage, and is stocked.		A		
3	Partitions and stalls are in good condition, clean condition. Floor Drains are clean, no odors.		A	Will require replacement of partitions, currently stall doors do not close in both female or male bathrooms on main lobby and 2nd floor bathrooms.	
4	Adequate supplies, i.e. soap, paper towels, toilet seat covers and sanitary napkins all with working dispensers in good condition.		A		
5	Shower stalls are in good working order and cleaned regularly.		A		

Add Requirement ☒

F. Offices and Corridors					
Type	Requirements	Room#	A/U	Comments	Follow-up
1	Trash cans not overflowing and appear to be emptied daily.		A		
2	Main traffic areas (floors) are clean showing only a day of accumulated dirt, dust, and debris.		A		
3	Carpet not spotted or having appearance of not being cleaned over a one week period.		A		
4	Horizontal furniture surfaces, chair rails, are dust free or appear to have less than a one week period.		A		
5	Drinking fountains have no soil or lime deposits. Fountains show no visible signs of damage and the water pressure is adequate.		A		

Add Requirement ☒

G. Elevators					
Type	Requirements	Room#	A/U	Comments	Follow-up
1	Elevators- Well Maintained, illuminated, clean, leveling properly, emergency phones are operational.		A		
2	Emergency elevator telephone tested to reach operator.		A		
3	Elevator inspection certificate posted & current.		A		

Add Requirement ☒

H. Safety and Environmental					
Type	Requirements	Room#	A/U	Comments	Follow-up
1	Tenant agency is not engaged in unsafe work practices, i.e. permanent use of extension cords, improper storage of chemicals or blocking exits, isles, or stairwells.		A		
1a.	Has any spill or release of hazardous materials occurred?				
1b.	Is any disposal of hazardous waste planned?				
2	Lessor is not engaged in unsafe work practices, i.e. permanent use of extension cords, improper storage of chemicals, or blocking exits, isles, or stairwells.		A		
3	Sprinkler heads are intact, clean, and unobstructed.		A		
4	Deficient items from last Safety and Environmental Survey have been corrected.		A		
5	Fire extinguishers in common areas are wall mounted; inspection tags current (spot checks).		A		
6	Battery pack emergency lighting appears effective (spot checks).		A		
7	Exit signs are illuminated for egress.		A		
8	Integrated Pest Management Plan in place.		A		

Add Requirement ☒

I. Utility/Energy					
Type	Requirements	Room#	A/U	Comments	Follow-up
1	The HVAC system fans are quiet and operating properly. Temperatures are consistent throughout space; no areas noticeably warmer or colder than balance of the area.		A		
2	The temperature settings/actual temperatures within lease requirements (if applicable).		A		
3	The HVAC system operates during the agency's official working hours.		A		
4	Meter readings were taken for GSA contracted utilities only. They are above/below the readings given on the most recent invoices.		A		

Add Requirement ☒

J. Preventative Maintenance					
Type	Requirements	Room#	A/U	Comments	Follow-up
1	Preventative Maintenance for Above Standard Lease Equipment is Being Performed Properly in accordance with manufacturer's recommendations.		A		

Add Requirement ☒

K. Sustainability					
Type	Requirements	Room#	A/U	Comments	Follow-up
1	Recycling program is operating effectively, with containers & service in place. Tenants are aware and informed of the program.		A		
2	The lessor has provided recycling records. (GSA's waste diversion goal is 30% or better).		A		
3	The lessor's service providers, notably for janitorial and landscaping work are using Comprehensive Procurement Guideline Items (CPG), environmentally preferable products, equipment and practices. (The lessor has responded to the environmental products and recycling letter.)		A		
4	If required in the lease, the lessor has made energy efficient upgrades or achieved Energy Star certification and provided documentation within the required time frame.		A		
5	If required in the lease, the lessor has obtained LEED certification and provided documentation within the required time frame. GSA's goal is LEED-NC Silver or LEED-CI Certified.		A		

Add Requirement ☒

Comments and Remarks

The lobby and interior of the building require cleaning and repainting of walls. The exterior is in good shape and only concern would be the entrance sidewalk that are a tripping hazard. The lease space is clean.

Supporting Pictures	
	Picture Description

Add a Picture

X